

DIRECTIONS FOR E-SIGNING YOUR DIRECT STAFFORD LOAN MASTER PROMISSORY NOTE

Students are required to sign a Direct Stafford Loan Master Promissory Note once during three-year course of studies at HLS. If your financial aid award letter lists that we need you to submit your Direct Stafford Loan Promissory Note then our records indicate that you have not previously signed a Direct Stafford Loan Master Promissory Note. All students will sign their promissory notes electronically through an on-line browser. Please carefully read the directions below to avoid delays in processing.

Software Requirements:

- Either Microsoft Internet Explorer (5.0 or higher) or Netscape (4.0 and higher)
- Adobe Acrobat Reader

Log-in Requirements:

- The URL where you need to go to E-Sign your note is:
<https://dlenote.ed.gov/empn/index.jsp>
click on "Complete new MPN for student loans" at the bottom
choose "Subsidized/Unsubsidized" then click "Continue"
- Pin Number – Your pin number was sent to you from the Department of Education sometime this spring. If you do not have your PIN number you will need to request it prior to completing the electronic Direct Loan promissory note. It generally takes 7-10 days to receive it from the date of your request. The URL to request a PIN is: <http://www.pin.ed.gov/>

In order to complete the promissory note you will need to know the following:

- School Name: Harvard Law School (not Harvard University)
- Your Permanent address
- Your Driver's license number and State
- Your E-mail address
- Your Phone number
- Two References complete with full name, address, zip code and phone number. Both of these references should be adults with different U.S. addresses who do not live with you and who have known you for at least three years. References who live outside the United States are not acceptable.

Helpful Hints:

- Do not begin to complete the promissory unless you have all the required information. If you exit the web site before submitting your signed MPN and return later, your information will be lost and you'll have to start from the beginning again.
- Be sure to print out the confirmation page with your confirmation number in case problems arise in the future (**Step 11**).
- It is important that you properly exit from the web site when your work is complete. To ensure that your session information cleared, please click on the Exit button at the bottom of each page. This button will clear your session information and return you to the Home page. **Especially important for users of Microsoft Internet Explorer 5.0**
- Using the tab buttons will help you to move accurately and timely through the promissory note.

When you have completed the on-line promissory note, print out a copy for your records and clear your browser in order to remove your personal information from the computer. If you have any questions please contact our office at 617-495-4606.